

Approved For Release 2005/08/03 : CIA-RDP70-00211R000800170036-5

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM			
UNCLASSIFIED		CONFIDENTIAL	
SECRET			
CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP			
TO	NAME AND ADDRESS	INITIALS	DATE
1			
2			
3			
4	Room 604		
5	1016 16th Street		
6			
ACTION		DIRECT REPLY	PREPARE REPLY
APPROVAL		DISPATCH	RECOMMENDATION
COMMENT		FILE	RETURN
CONCURRENCE		INFORMATION	SIGNATURE
Remarks:			
Please pass <input type="text"/>			
FOLD HERE TO RETURN TO SENDER			
FROM: NAME, ADDRESS AND PHONE NO.			DATE
<input type="text"/>			6-12-61
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Executive Officer, []

ILLEGIB

Chief, Records Administrative Staff

[] Office Shelf Filing Installation

1. Attached are sketches of two plans for the [] Office. Either plan will require the following equipment, which I am listing as it should appear on your requisition.

Item	Description	Quantity	Price Each	Total
1	System Sales Shelf Filing Unit, Legal size, Seven Shelf Openings, Height 38", Width 36", Shelf Depth 17". All Units to be equipped with 5 file supports per shelf, covers for each shelf opening/w Posting shelf at 3rd opening. Overall height of shelf units includes a 3" Console Base, but without 3" top. Price to include delivery and installation.	9	\$ 156.	\$1,404.
2	Legal Size Pressboard File Guide, with metal hook for use on item 1 above, with 1" x 3" label holder, 7" H x 15 3/4"W. Number 08-205	200 ea.	\$ 25.	50.

Source of Supply
System Sales Company
Thru D. N. Owens Company
320 13th St., N.W.

Second Requisition

1	Stock Rol-Dex, RL Standard Modular Unit, Style No. RL-64 for 6" x 4" cards. Unit Dimensions 52 1/2" long x 32" wide, standard height for seated operation. Unit to be equipped with 11 trays, roll cover, end panels, 2 carriages and work shelf	1 ea.	503.	503.
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Note! Price to include Delivery and Installation.

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Source of Supply:

Watson Mfg. Co., Inc.
 Thru. Mr. C. H. Shoemaker
 1507 "M" St., N.W.

Third Requisition

<u>Item</u>	<u>Description</u>	<u>Quantity</u>	<u>Price Each</u>	<u>Total</u>
1	Step Stool, Height 14", steel construction, base grips floor when weight applied. Cat. No. MRF-ST	2 ea.	15.	\$ 30.00

Source of Supply:

Wassell Organization Inc.
 902-904 Dupont Circle Bldg.
 1346 Conn. Ave., N.W.

Fourth Requisition

1	7/7125-H99-0758 Diebold Basic Shelf Units, inside dimensions, 14" Height shelf opening x 12" Depth x 33 11/16" Width equipped with 5 shelf Dividers for each shelf fabricated to compensate for the extra shelf height.	30 ea.	\$ 14.	\$ 420.00
2	Dividers for Above Units, No. 8620	150 ea.	\$.50	\$ 75.00
3	7/7125-111-2842 Caps for Item 1 above, No. 8602	5 ea.	2.00	10.00
4	7/7125-111-2843 Base for above with leveling screws, No. 8604 Price to include Delivery and Installation	5 ea.	10.00	50.00

Source of Supply:

Diebold Inc.
 1634 Wisconsin Ave., N.W.

2. I have also attached a copy of my letter [redacted] in which I indicated we would proceed with the procurement of this equipment.

Distribution:

Orig & 1 - addressee
 1 - OO/Contact [redacted]

1 - RMS Copy

Mgt/RMS/RDE [redacted] (6 June 1961)

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